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proj. misc.

2 MAY 1966

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Extra Workload from Special Projects

1. This memorandum is for your information. In accordance with your recent request, we are furnishing estimates of the extra workload directly attributable to special projects which is currently being absorbed by this Office:

Unit	Man Hours Per Week
DD/Pers	15
Personnel Assignment Division	66
Contract Personnel Division	8
Position Evaluation Division	50
Central Processing Branch, Records and Services Division	48
Total, OP	187

Equivalent to 4.7 full-time employees.

2. There is also increased workload in the volume of actions processed by the Transactions Section, Records and Services Division, and in the Statistical Reporting activity. However, we are unable to furnish any valid estimate of the amount of additional activity.

3. The requirements of these special projects were of an emergency nature and were not anticipated in planning our Staffing requirements. The absorption of this extra workload has been at the expense of other necessary activities.

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for
HARRISON G. REYNOLDS
Director of Personnel

~~SECRET~~

*Not Manpower
for Statistical Reporting
Good June 1966*